

PLANNING AND DEVELOPMENT DEPARTMENT

MASTER SIGN PLAN SUBMITTAL REQUIREMENTS

PRE-APPLICATION CONFERENCE: A pre-application conference with a representative from the Department of Planning & Development is required before submitting an application. It is the responsibility of the applicant to schedule the pre-application conference by submitting a completed Pre-Application Conference Request form. See Planning Commission Meeting Schedule for pre-application conference and submittal closings dates.

PRE-APPLICATION SUBMITTAL CHECKLIST: A Submittal Checklist with an **original signature** by the planner conducting the Pre-Application Conference is required.

APPLICATION/PETITION FORM: A completed Application/Petition Form is required. The owner(s) of the real property must sign this form, or submit a Power of Attorney authorizing an agent to sign. A Notary Public must notarize the signature. When the property owner(s) reside outside of Nevada, the signature may be notarized in another state.

DEED & LEGAL DESCRIPTION: In order to verify ownership, a copy of the recorded deed(s) for the subject property(ies), including exhibits and attachments, is required. The deed and all attachments must be legible. In most cases, the legal description on the deed is sufficient.

JUSTIFICATION LETTER: A detailed letter that explains the request, the intended use of the property, and how the project meets/supports existing City policies and regulations is required.

SIGN ANALYSIS TABLE: The table must include the following information for each proposed and existing sign: type of sign, location of sign, height, width, area, type of illumination, and if the sign is animated. The table must also be included on the required site plan or the signs on the site plan must be keyed to a separate sheet containing the table.

FEES: Public Hearing \$250 plus \$150 for notification and advertising costs

ALL PLANS SUBMITTED MUST BE NO SMALLER THAN 11x17 AND NO LARGER THAN 24x36.

SITE PLAN: (7 folded and 1 rolled, colored)* Draw to scale and make legible: the entire subject parcel(s), all proposed and existing structures, utility easements and locations, signage, setbacks, and adjacent streets. **Colors to Use:** residential buildings-YELLOW; multi-family buildings-ORANGE; commercial buildings-PINK; landscaping-GREEN; pavement-GRAY; industrial building-PURPLE; public building-BLUE. Site Plans must include:

- | | | |
|--|---|--|
| <input type="checkbox"/> PROPERTY LINES CALLED OUT | <input type="checkbox"/> ADJACENT LAND USES/STREETS | <input type="checkbox"/> SIGN ANALYSIS TABLE |
| <input type="checkbox"/> DIMENSIONS (ACTUAL)/SCALE | <input type="checkbox"/> LANDSCAPE AREAS | <input type="checkbox"/> BUILDING SIZE (SQ. FT.) |
| <input type="checkbox"/> STREET NAMES | <input type="checkbox"/> VICINITY MAP | <input type="checkbox"/> PROPERTY SIZE (SQ. FT.) |
| <input type="checkbox"/> INGRESS/EGRESS | <input type="checkbox"/> NORTH ARROW | <input type="checkbox"/> SCALE |

*** Additional Site Plans may be required for submittal (to be determined at the Pre-Application Conference).**

BUILDING ELEVATIONS (2 folded, 1 rolled, colored) Draw and make legible: all sides of all buildings on site. Indicate proposed or existing wall/window sign locations with dimensions. Elevations must include:

- | | | |
|---|---|---|
| <input type="checkbox"/> DIRECTION OF ELEVATION | <input type="checkbox"/> BUILDING MATERIALS & COLORS CALLED OUT | <input type="checkbox"/> ELEVATION DIMENSIONS/SCALE |
|---|---|---|

SIGN ELEVATIONS: (2 folded and 1 rolled, colored) Draw and make legible: an elevation of each proposed or existing sign on the site. Elevations must include:

- | | | |
|---|---|---|
| <input type="checkbox"/> DIRECTION OF ELEVATION | <input type="checkbox"/> BUILDING MATERIALS & COLORS CALLED OUT | <input type="checkbox"/> ELEVATION DIMENSIONS/SCALE |
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LASER PRINT: A reduced, black & white, 8.5x11 (high resolution) copy of all the individual plans and drawings shall be submitted with the application.

PRIVATE RESTRICTIONS AND/OR SIGN CRITERIA: Submit a copy of any private restrictions or sign criteria which the owner or developer agrees will govern all signs affected by the Master Sign Plan.

STATEMENT OF FINANCIAL INTEREST: A completed Statement of Financial Interest is required.